



Superior Court of California County of Sacramento

An Equal Opportunity Employer

ANNOUNCES AN EMPLOYMENT OPPORTUNITY *for* SENIOR OFFICE SPECIALIST (CONFIDENTIAL) (PAYROLL SPECIALIST)

THE POSITION:

The Superior Court of California, County of Sacramento is now accepting applications for Senior Office Specialist (Confidential). The Court is recruiting for a Senior Office Specialist (Confidential) to perform a variety of complex, specialized and confidential clerical support duties related to payroll and benefit actions and position control in the Payroll unit of the Court's Personnel Administration Division. The incumbent in this position must possess the ability to work independently, with speed and accuracy; meet deadlines under pressure of interruptions; and work cooperatively with all levels of the organization. This position is located at the Court Plaza Building, 901 H Street, Sacramento, California.

Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.) This position has been designated as Confidential.

SALARY: **\$1,485.00 - \$1,806.00 bi-weekly**
 \$3,218.00 - \$3,913.00 monthly

LAST DAY TO APPLY: **Friday, September 22, 2006 at 5:00 p.m. (or until filled)**

ESSENTIAL DUTIES:

Examples of duties performed by the Senior Office Specialist (Confidential) include but are not limited to:

- Performs complex duties related to payroll and benefits.
- Processes new employees, employee terminations, leaves of absence, and other personnel actions, using appropriate forms and computer applications; explains payroll policies and benefits to new employees and other staff.
- Checks Payroll transaction forms and time entries for accuracy, completeness, compliance with applicable ordinances and rules, union agreements and conformance with established procedures.
- Keeps records to ensure that deadlines are met for changes in employee status, salary increases, leaves of absences, insurance enrollment and fingerprint and health clearance.
- Processes, maintains, updates and files benefit forms and related information.
- Ensures compliance and proper documentation in regard to all applicable laws including the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA) and other federal and state laws.
- Operates office equipment and computers.

MINIMUM QUALIFICATIONS:

Two (2) years of specialized clerical experience comparable to the assignments listed below:

- Tracks and logs information/work, hours worked, and leave balances, using computer, logs, mainframe, and receipts in order to provide accurate record of all transactions.
- Enters data/information manually or into computer system, records or logs, using word processor, typewriter, or terminal in order to maintain and update record information.
- Enters data/information into computer system in order to score tests, produce eligible lists, and determine certification or provisional status.
- Updates and makes corrections to information in computer in order to maintain accurate information/records.
- Retrieves various documents/records, data/information in order to provide information/data to customer or process requests.
- Verifies data/information in computer or manual records in order to ensure accurate data.
- Activates/deactivates employee status using computer or manual system in order to maintain accurate records and process payroll or claims.
- Calculates employees' work hours/pay/taxes in order to establish correct earnings amount.
- Tabulates and checks work distribution sheets and time sheets in order to ensure correct wages and work accountability.

Knowledge of:

Customer service techniques for dealing with customers, often in difficult or confrontational situations; Court policies and procedures; basic methods and practices of payroll, benefits and personnel record keeping; maintenance of files and information retrieval systems; modern office methods and procedures; principles, procedures and practices of general record keeping; basic computer data processing applications related to the work; clear writing, grammar, punctuation, spelling, vocabulary; standard methods of filing (alphabetic, numeric, chronological); English language to communicate; telephone procedures; arithmetic to make calculations including addition, subtraction, multiplication and division; computer keyboard; letter and memo format.

Ability to:

Perform or learn to perform a variety of complex payroll, benefit and personnel record keeping work; understand, interpret, analyze and apply governing personnel rules and regulations, codes, statutes, and labor contract provisions; meet deadlines under pressure of interruptions; perform detailed and accurate review of personnel transaction information, forms and reports; elicit information from employees; gather and organize data and information; make mathematical calculations quickly and accurately; develop complex computer spreadsheets and use databases; apply and explain complex rules, codes, laws and ordinances; deal tactfully and courteously with the public and other staff when performing payroll, benefits and personnel record keeping work; understand and follow complex oral and written instructions; gather and organize data and information; operate various office machine and equipment used in the work assignments such as word processing equipment, computer terminal, printers, adding machines, fax machines, telephone; communicate effectively orally and in writing with staff, the public and other public agencies; establish and maintain effective working relationships with others, including staff and the public; read English at a level necessary to understand procedure manuals, policy guidelines, software manuals, technical documents and reports; write English at a level necessary to compose correspondence independently from notes or verbal instruction; speak English at a level necessary to communicate information clearly; assists in writing policies, procedures and desk manuals; train and cross-train employees; work independently and carry out assignments with minimal supervision; elicit information from inside and outside sources; exercise independent judgment in determining proper work methods and procedures, assembling and evaluating information; analyze, evaluate and draw logical conclusions.

DESIRABLE QUALIFICATIONS:

- Knowledge of SAP (COMPASS) and Microsoft Access; proficiency in Microsoft Word and Excel.
- Benefit administration and reconciliation experience.

SELECTION PROCEDURES:

1. Applicants must submit a completed **court application form, resume and answers to the supplemental questionnaire** by **5:00 p.m. on Friday, September 22, 2006** (*or until filled*). Applications received by the final filing date of September 22, 2006 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at www.saccourt.com, in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814.
2. Application packets will be screened to determine the best-qualified candidates to continue in the selection process.
3. The best-qualified candidates will be invited to an interview. The interview may consist of written and/or oral questions and/or a job simulation exercise.

SELECTION PROCEDURES FOR TRANSFER APPLICANTS:

To be eligible to transfer to this position you must meet all three (3) of the following requirements:

1. Be a regular Court employee.
2. Meet the minimum qualifications for the classification as referenced in this job announcement.
3. Be working as permanent in a classification for which the top step of the salary range is within 5% of the top step salary for the position for which you desired to transfer.

TO APPLY FOR TRANSFER: Employees who are eligible to transfer into the Senior Office Specialist (Confidential) position must submit a completed **court application form, resume** and answers to the **supplemental questionnaire** by **5:00 p.m. on Friday, September 22, 2006** (*or until filled*). Applications received by the final filing date of September 22, 2006 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at www.saccourt.com, in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814.

Applications will be screened to ensure eligibility for transfer and those applications that are eligible will be provided to the hiring Manager/Supervisor.

The hiring Manager/Supervisor will contact applicants regarding the status of their applications.

Eligible transfer applicants will be considered by the hiring Manager/Supervisor. Submission of an application does not guarantee an interview.

The selection procedures are subject to change.

If you believe you have a disability that will make it difficult to participate in any portion of the recruitment process and will require reasonable accommodation, please contact the Court's Human Resources Office at (916) 874-7828.

SENIOR OFFICE SPECIALIST (CONFIDENTIAL)

SUPPLEMENTAL QUESTIONNAIRE

Completion of this questionnaire is a required part of the examination process. Your responses **must be submitted** with your **court application** and **resume**. Applicants who do not complete this supplemental questionnaire will be eliminated from the examination process.

Be sure to answer the questions completely and accurately. Your responses will be used to evaluate your **writing skills** as well as your **experience** and **qualifications** when determining the best-qualified candidates for interview.

Please include your name on each page of your response and limit your total response to no more than four (4) pages.

1. Describe your experience in payroll administration. Include specific information on duties performed.
2. Describe your experience in coordinating administration of benefits. Include your level of responsibilities in regards to benefit reconciliation, COBRA and Section 125 administration.
3. Please provide the payroll and/or human resource information software systems you have worked with and your level of expertise for each system. Please provide your level of expertise with Microsoft Office products e.g. Excel, Word, Access, etc.
4. Describe your experience in administering and meeting compliance in relationship to the Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA) or other federal and state laws or regulations.

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO
EMPLOYMENT INFORMATION**

The Superior Court of California, County of Sacramento, is an Equal Opportunity Employer. Applications are encouraged from all persons regardless of race, ethnicity, sex, religion, national origin, age, sexual orientation, disability or any non job-related criteria. Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.).

Employment with the Superior Court of California, County of Sacramento is contingent upon passing a security clearance, which includes fingerprinting. Before appointment, candidates must provide documents evidencing identity and authorization to work. The Superior Court of California, County of Sacramento, is obliged to examine each candidate's documents that 1) identify the individual and 2) are evidence of authorization to work. The Superior Court of California, County of Sacramento maintains a smoke-free, drug-free work environment.

Some positions require, as a condition of continued employment, that the person either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity.

If you have a disability that would require accommodation during the application, testing and/or interviewing process, please call Human Resources at 916-874-7828.

BENEFIT INFORMATION

Most employee benefits are similar to the following for all employees of the Superior Court of California, County of Sacramento; however, some benefits differ depending upon the employee representation unit to which the employee's job classification is assigned. Information concerning the exact benefits applicable to a particular job classification may be obtained from the Superior Court of California, County of Sacramento, Human Resources Office. Most benefits do not apply to temporary positions. The following is an explanation of the benefits, which apply to those employed in regular positions:

Vacation: Vacation with pay varies depending upon the employee representation unit. New employees typically earn ten (10) days per year and accrual rates normally increase according to years of service.

Holidays: The Superior Court of California, County of Sacramento recognizes thirteen ½ (13 ½) holidays per year.

Sick Leave: Employees accrue 4.6 hours per bi-weekly pay period, equivalent to fifteen (15) days per year.

Parental Leave: Employees with at least one (1) year of service are eligible for paid parental leave upon the birth or adoption of a child.

Retirement: Employees are covered by the Sacramento County Employee's Retirement System and Social Security.

Group Health, Dental and Life Insurance: The Court either pays for or shares the cost of employee and dependent health insurance coverage depending on the negotiated agreement. Employee and dependent dental insurance is provided at no cost. Basic employee life insurance is provided at no cost to the employee with additional optional life insurance subsidized by the Court.

Deferred Compensation: The Court offers a Deferred Compensation Program to employees who wish to reduce their taxable income earned with the Court. Enrollment in, and modification to, the employee's plan occur on a monthly basis.

Credit Union: The credit union offers loan facilities and systematic savings plans through payroll deduction.

Computer Purchase Program: Employees with one (1) year of service are eligible to apply for an interest-free loan for the purchase of a personal computer.